



City of Nashua

Central Purchasing

229 Main Street

Nashua NH 03060

603-589-3330 Fax: 603-589-3344

May 8, 2012

Request for Proposals

Refrigerant Recycling Program

IFB1059-052912

The City of Nashua, Division of Public Works, Solid Waste Department is seeking proposals from qualified firms to provide a refrigerant recycling program for chlorofluorocarbon (CFC)-containing and hydrochlorofluorocarbon (HCFC)-containing appliances received at the Four Hills Landfill / Nashua Recycling Center. This includes the recovery and recycling of refrigerant gases, according to the requirements of the US EPA Refrigerant Recycling Rule. Firms must be qualified through the US EPA "Section 608 Technician Certification Program."

The term of the contract will be for three (3) years with the first year commencing on or about July 1, 2012. Each year is subject to annual budget appropriations and at the City's discretion.

INSTRUCTIONS TO VENDORS:

All proposals must be submitted **in triplicate** with one (1) original and two (2) photocopies of the same pages, in a sealed envelope(s) or package(s) clearly marked "**Proposal for Refrigerant Recycling**". Complete specifications and related documentation is available on our web site, www.nashuanh.gov, under Citizen Favorites, Current Bid Opportunities, and document **IFB1059-052912**. Results will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening. Please note, because the award will not be based solely on pricing alone, no dollar amounts will be posted.

Proposals must be submitted no later than **3:00 pm, Tuesday, May 29, 2012** c/o Central Purchasing, City Hall, 229 Main Street, Lower Level, Nashua, NH 03060 in sealed envelopes clearly marked "**Proposal for Refrigerant Recycling**". Proposals must be submitted in the format provided and address the items specified in the proposal specifications.

Delivery of the Bids shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

The successful contractor will be required to provide insurance coverage as per the contract paragraph ARTICLE 4 – INSURANCE AND INDEMNIFICATION.

A sample of the City's contract will be provided. Final terms and conditions will be negotiated between the City and the selected finalist prior to the time of award.

The following is the solicitation schedule for this procurement:

	Date	Time
Deadline for visits or questions to be submitted in writing *	Thursday, May 17, 2012	4:00 pm
Answers/clarifications posted	Tuesday, May 22, 2012	4:00 pm
Bid Due	Tuesday, May 29, 2012	3:00 pm Purchasing Department
Award Date	TBD	TBD

*All inquiries concerning this IFB including, but not limited to, requests for clarifications, questions, and any changes to the IFB, shall be **submitted in writing**, citing the IFB title, IFB number, Page, Section, and Paragraph and submitted to the following IFB Solicitation Coordinator:

Sally Hyland
Recycling Coordinator
Solid Waste Department
840 West Hollis St.
Nashua Recycling Center
Nashua NH 03062
Email: hylands@nashuanh.gov

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's IFB Solicitation Coordinator (see above) **no later than Monday, May 17, 2012 at 4:00 PM**. Inquiries received later than this date shall not be

considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB1059-052912** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **Tuesday, May 22, 2012 at 4:00 pm.**

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a (supplier) contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

All terms and conditions noted in the City of Nashua Purchasing Manual shall apply.

All firms must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO Sec. 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Respectfully,



(Jim Cassidy for)

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashua.gov

**GENERAL SPECIFICATIONS AND TERMS AND CONDITIONS
REFRIGERANT RECYCLING PROGRAM
IFB1059-052912**

The City of Nashua seeks proposals for the recovery and recycling of refrigerant gases from appliances at the Nashua Recycling Center / Four Hills Landfill, located at 840 West Hollis Street, Nashua NH. The average number of such appliances processed at the facility during the past three years is 2745 units per year; however, the City makes no guarantee as to the number of units that will be received at the facility annually. The contractor shall provide on-site evacuation, transportation and recycling of the refrigeration gases from all air conditioners, freezers, dehumidifiers, refrigerators, and other appliances left at the facility. All components and activities associated with this program shall be in compliance with all applicable state and federal regulations.

Firms must provide credentials from the Section 608 Technician Certification program as required by the US Environmental Protection Agency (EPA).

The City will be responsible for recycling the scrap metal from the appliances, after evacuation.

The proposal shall identify staff names and credentials, equipment, a description of the process, disposition of the recovered gases, the unit price and pertinent experience of the company with similar projects.

In the selection process, consideration will be given to several factors, including price, performance record, experience with similar municipal programs, and compliance with state and federal regulations.

Questions or coordination of site visits relating to this request may be directed to Sally Hyland, Recycling Coordinator, at 603-589-3410 or via email at hylands@nashuanh.gov.

General Specifications

1. All equipment that utilize refrigerant gases, including air conditioners, refrigerators, freezers, dehumidifiers, water coolers, ice makers, vending machines, etc., will be segregated at the Nashua Recycling Center and arranged to facilitate the gas evacuation and recovery.
2. The Contractor must provide at least a weekly servicing of accumulated appliances at the Nashua Recycling Center during each fiscal year (July 1 to June 30). Servicing shall consist of evacuation and recovery of the refrigerant gases, and the labeling of evacuated units. **The Contractor shall ensure that NO VENTING of refrigerant gases occurs during servicing, as required by the US EPA.**
3. The Contractor must place a label in a prominent location on each appliance that has been serviced. Sequentially-numbered labels shall be provided by the Solid Waste Department, and must be completed by the Contractor, with the name of the certified technician, his/her certification number and the date of service.
4. The Contractor must provide a report to the Solid Waste Department on the activity, within two working days after each servicing. A report form in MS EXCEL will be provided by the Solid Waste Department, and shall be submitted via e-mail.

5. The Contractor shall utilize refrigerant recovery and recycling equipment that has been certified according to the requirements of the EPA. All technician and equipment certifications must be maintained by the Contractor for the duration of the contract.
6. The Contractor shall indicate the disposition of the refrigerant gases that are recovered in the program.
7. Weekly servicing shall be on an agreed-upon weekday (Monday through Friday), between the hours of 8:30 am and 2 pm. As needed, additional servicing might be scheduled.
8. The successful bidder, for itself and its agents, employees, subcontractors, successors, and assigns, shall agree to hold the City, its assigns, officers, agents and employees, harmless for any injuries or damages, including the cost of defense and attorney's fees, arising from the performance of the contract, caused by any negligent acts, errors or omissions of the Contractor.
9. All Proposals must meet local, state and federal requirements for safety and regulatory compliance. The successful bidder agrees to maintain in good stead all State, Local and Federal permits and certifications that are required, for the duration of the contract.
10. The proposal shall present a complete description and documentation of the recovery process and the recycling plan for the recovered gases.
11. The firm must provide contact information for at least three municipalities that received services similar to those required in this Bid.

**PROPOSAL SUMMARY SHEET
REFRIGERANT RECYCLING PROGRAM
IFB1059-052912**

Price to include the unit price for recovery and recycling of refrigerant gases from appliances collected at the Four Hills Landfill and Recycling Center from July 1, 2012 through June 30, 2013.

Price **per unit**: \$ _____

Attachments: Attach plan / documentation regarding the following requirements:

Experience with similar projects:

List of 3 reference communities or businesses.

Servicing plan, including staffing, equipment / vehicles to be used, procedures, etc.

Documentation of regulatory compliance:

Copy of "Section 608 Technician Certification" credentials for each Contractor staff member who will work at the Nashua Recycling Center.

Insurance Certificates

Please note any and all exceptions to specifications/pricing:

Vendor Name & Address: _____

Phone: _____ Fax: _____

E-mail: _____

(Authorized Signature) (Date)

(Printed/Typed Name & Title)